

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Establishment of DDA/R&D Panel

|       |                                    |           |                        |
|-------|------------------------------------|-----------|------------------------|
| FROM: | Director of Security<br>4E-60 Hqs. | EXTENSION | NO.                    |
|       |                                    |           | Ref: DDA 79-1763/1 & 2 |
|       |                                    |           | DATE<br>1 5 JUN 1979   |

| TO: (Officer designation, room number, and building) | DATE     |           | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
|--|----------|-----------|--------------------|---|
|  | RECEIVED | FORWARDED |                    |   |

1. EO/DDA  
7D-18 Hqs.

6/18

We have reviewed your draft memorandum and agree to its format without any changes. In addition to your proposed internal memorandum to all DDA components, we feel that a memorandum from the DDA to the DDS&T, setting up the new R&D arrangement, would complete the action. A draft of such a memo is attached.

Robert W. Gambino

Att

OS 9-1209/1-A

Next 1 Page(s) In Document Exempt

*not used*

MEMORANDUM FOR: Deputy Director for Science and Technology  
FROM: Don I. Wortman  
Deputy Director for Administration  
SUBJECT: Establishment of DDA/R&D Panel ☐

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1. In order to enhance communications and insure timely responses between Directorates throughout the R&D planning cycle, I have established a DDA/R&D Panel. It is intended that this Panel will assist me personally on matters pertaining to R&D and to serve as a focal point between our Directorates. At this time, the Panel will be composed of three technically qualified officers from the Office of Security, Office of Communications and Office of Data Processing. ☐

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2. The Panel Chairman will be rotated on an annual basis and the Office of Security representative has been designated as the first chairman. I would very much appreciate your bringing this matter to the attention of appropriate elements of the DDS&T so that they may begin to direct current and future issues to the DDA/R&D Panel for appropriate action. Further, I expect the Panel to represent me in the following ~~categories~~ **AREAS**

- a. Prioritization of DDA/R&D matters.
- b. Monitor funding allocation throughout the R&D cycle.
- c. Serve as a coordination point for newly generated DDA/R&D projects.

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d. Serve as conduit for correspondence between DDA and DDS&T on R&D

e. Keep the DDA abreast of issues or problems that are not resolved in the Panel which require higher level approval. ☐

3. The current membership of the Panel is as follows:

a. Office of Security Representative:

b. Office of Communications Representative:

To be named.

c. Office of Data Processing Representative:

To be named. ☐

4. I fully expect that the R&D Panel will prove a more efficient way of negotiating business on R&D matters between our respective Directorates, particularly during this period of strong competition for resources and shrinking budgets. ☐

Don I. Wortman

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